



## Cover Memorandum/Staff Report

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**File #:** 24-521

**Agenda Date:** 4/11/2024

**Item #:**

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**TO:** Development Services Management Group  
**FROM:** Allie Behrman, CPRP, Special Event Manager  
**THROUGH:** Jeff Oris, CEcD, Assistant City Manager  
**DATE:** April 11, 2024

APPROVAL OF THE NON-IMPACT EVENT KNOWN AS "EJS PROJECT COMMUNITY BLOCK PARTY" TO BE HELD ON MAY 4, 2024 AT 700 WEST ATLANTIC AVE; AND TO AUTHORIZE THE SPECIAL EVENTS MANAGER TO TAKE ALL ACTIONS NECESSARY TO EFFECTUATE THE SPECIAL EVENT PERMIT.

**Recommended Action:**

Special Events Technical Advisory Committee (SETAC) recommends the Development Services Management Group (DSMG) make a motion to approve the special event known as EJS Project CommUNITY Block Party to be held on May 4, 2024; and authorize the Special Event Manager (SEM) to take all actions necessary to effectuate the Special Event Permit.

**Background:**

EJS Project submitted a Special Event Application on February 27, 2024 for the CommUNITY Block Party. EJS Project has held this CommUNITY Block party for the last 4 years. It was last held in 2023. This fun filled event is for the entire community to come out and enjoy entertainment and learn about businesses and departments in the area. The expected attendance is 750 people. EJS Project is looking to close SW 7th Ave from Atlantic Ave to 1st Street from 6am to 10pm.

**Special Event Advisory Committee (SETAC):**

SETAC recommends DSMG approve the event.  
No special conditions are recommended by SETAC

**Funding Source/Financial Impact:**

Anticipated city costs to the event producer to be determined.

**Timing of Request:**

The event is quickly approaching and the event producer would like to start advertising the event.